

STADIO

HIGHER EDUCATION

SCHOOL OF COMMERCE

HIGHER CERTIFICATE IN BUSINESS ACCOUNTS ADMINISTRATION

NQF 5 | 128 CREDITS | SAQA ID: 117893 | 1 YEAR

CAMPUSES: BELLVILLE & CENTURION

CAREER OPPORTUNITIES

- ACCOUNTS CLERK
- BUSINESS ADMINISTRATOR
- JUNIOR ACCOUNTING ASSISTANT
- DEBTORS / CREDITORS CLERK

DESCRIPTION

The STADIO Higher Certificate in Business Accounts Administration is an entry level higher education qualification with a vocational industry-oriented focus. It aims to equip students with basic introductory knowledge combined with cognitive and practical skills to pursue further studies in this field. It emphasises focused principles and concepts together with specific procedures and techniques pertaining to business accounting administration. Since this is a career-orientated programme, a balance is maintained between theory and the ability to apply knowledge. Complementary to this, the programme offers opportunities for learning through exposure to the financial operations of a business or organisation.

MODE OF DELIVERY - CONTACT LEARNING (BLENDED CONTACT)

The programme is offered in STADIO's **Blended Contact** mode of delivery. Contact learning is aimed at students who want to attend venue-based face-to-face classes at one of STADIO's campuses. The Blended Contact mode combines classroom and online learning and teaching in a manner that includes some flexibility, while optimising the time students spend on campus. Based on the nature of the module, each module utilises a unique combination of the following learning settings:

- **Classroom:** Classroom sessions involve learning by doing, debating, arguing, trying, experimenting, practising, analysing, and sharing — all the skills students will need when they enter the world of work. Students will have the opportunity to contribute to the learning process and at the same time they will learn from the contributions of their fellow students. Class attendance of venue-based sessions is compulsory.
- **Synchronous online:** These are live online teaching sessions facilitated by a range of lecturers from different campuses. STADIO believes in encouraging students to think and engage laterally and to consider different perspectives and this is what students will get from having different experts share their knowledge with them. Students will be advised of the date and time of the session at the start of the semester, and they may connect from the comfort of their home, or from any other venue. They may also come to campus to make use of the campus Wi-Fi to join these sessions. Some of the live online sessions may be recorded, while others will not. It depends on the nature of the session and the lecturer will advise students beforehand. The lecturer will also use these sessions for group work and for discussions. These sessions are also compulsory, as they are an integral part of the teaching programme.
- **Asynchronous online:** These are recorded lectures which students will watch in their own time, but within the timelines provided in the course environment. In these short sessions, the lecturers will explain the theoretical concepts and they will work through examples, etc. Students enjoy the benefit of watching these important sessions repeatedly during the semester, as they prepare for their assessments.

Students will find a detailed timetable indicating the combination of sessions on the learning management system (Canvas) at the start of the semester. This will enable them to plan their schedule ahead of time, and to optimise travelling arrangements to and from the campus.

Contact learning is suited to students who are able to attend and are interested in participating in face-to-face classes on a physical campus and who want to become part of a campus community with all the activities that go with being on the campus. It is important to realise that class attendance is compulsory and students must commit to regularly attend classes on campus if they want to be successful and derive the best benefits of contact learning.

OUTCOMES

1. Demonstrate an understanding of the key terms, concepts, facts, general principles, rules and theories of business in general.
2. Demonstrate an awareness of how knowledge has developed and evolved within the field of business administration.
3. Ability to select and apply standard methods, procedures or techniques within the field of business administration, and plan as well as manage the implementation process within this particular work environment.
4. Ability to identify, evaluate and solve defined, routine and new problems and apply solutions based on relevant evidence and procedures or forms of expression appropriate to business administration, combined with an understanding of the consequences.
5. Ability to take account of and act in accordance with the professional ethical codes of conduct, values and practices to seek guidance on responding to ethical dilemmas within business administration practice.
6. Ability to select information appropriate to business administration tasks, and to apply processes of analysis, synthesis and evaluation at a basic level.
7. Ability to communicate information reliably, accurately and coherently, using conventions appropriate to the field of business administration, including an understanding of and respect for conventions around intellectual property, copyright and plagiarism, and its associated legal implications.

ADMISSION REQUIREMENTS

- a **Senior Certificate (SC)**;
 - a **National Senior Certificate (NSC)**; or
 - a **National Senior Certificate – Vocational Level 4 (NC(V))**,
- with
- a **minimum of 30% in English Home Language or First Additional Language.**

ARTICULATION POSSIBILITIES

On successful completion of the Higher Certificate in Business Accounts Administration (NQF 5), the student may articulate to a degree or diploma, such as the STADIO Bachelor of Commerce in Project Management.

SPECIFIC REQUIREMENTS

MINIMUM SYSTEM REQUIREMENTS:

- **Reliable broadband Internet access (Wi-Fi available at all our campuses, but you may prefer access from home as well)**
- **Firefox/Internet Explorer/Chrome web browser**
- **Microsoft Word**
- **PDF Viewer**
- **Ability to scan and upload documents**
- **Email/cellphone for notification and communication**

ACCESS TO TECHNOLOGY:

STADIO provides students with materials, resources, assessments (including online tests and quizzes), as well as discussion opportunities and a number of administrative services via its student administration and learning environments. Having access to the above online facilities is essential for efficient communication, learning and success. You will need continuous access to study, using the resources mentioned above, and to access and submit some assessments.

STUDENT SUPPORT FOR CONTACT LEARNING STUDENTS

C4SS - CENTRE FOR STUDENT SUCCESS

The Centre for Student Success supports students with academic, psychological and financial wellness.

SSS - STUDENT SUPPORT SERVICES

Student Support Services is the first port of call for all student queries and requests, they can channel your requests to the right individuals.

THE BUDDY PROGRAMME

The Buddy programme exists to help first year students to make the transition between secondary and tertiary studies.



CURRICULUM OUTLINE

	1st YEAR
Compulsory (All)	Marketing Management MAR100 (20)
	Introduction to Entrepreneurship FEH12 (15)
	Introduction to Accounting Practice BAH13 (25)
	Introduction to Business Communication BCH12 (15)
	End User Computing EUC152 (10)
	Database Foundations ISSS12 (5)
	Introduction to Business Management BMH12 (15)
	Introduction to Administrative Management AMH12 (15)
	Experiential Learning EX11B (8)
CREDITS PER YEAR	128

MODULE DESCRIPTIONS

INTRODUCTION TO ADMINISTRATIVE MANAGEMENT

This module equips students with introductory knowledge about administrative and information management to enable students to understand the information and administrative needs of the organisation and how timely, relevant and accurate information is needed by all managers so that they can make meaningful decisions. The module focuses on the role and support functions of administrative management within an organisation, information systems and the management of information and the office environment.

INTRODUCTION TO BUSINESS COMMUNICATION

This module serves as an introduction to concepts discussed in business communication. Students are equipped with knowledge and skills to identify and discuss key concepts in effective verbal and non-verbal communication as well as concepts within the business work environment. In particular, attention is paid to the nature and dimensions of verbal and non-verbal communication, internal and external communication within organisational structures, as well as small group communication dynamics. Effective presentation skills are an essential part of the module.

INTRODUCTION TO ENTREPRENEURSHIP

This module introduces the student to the entrepreneurial world. Students will explore entrepreneurship and the small business environment in a South African context. They will gain an understanding of the key characteristics needed to succeed as a South African entrepreneur and the importance of strong entrepreneurial leaders and entrepreneurial teams. This module will assist students to use creativity to generate business ideas and how to assess these ideas for feasibility and viability. Finally, students will learn how to take a feasible and viable business idea and compile a basic business plan for their idea.

MODULE DESCRIPTIONS

END USER COMPUTING

Students entering Higher Education come from a variety of backgrounds, and some may have had limited opportunities to develop the computer literacy skills they will need to cope with tertiary studies. End User Computing includes an online training component which allows student to practice simulated MS Office tasks at their own pace, supported by integrated feedback which helps them to identify and remedy their mistakes; and an assessment component which will count towards their overall module result. Students will also complete several assignments in which they will be expected to apply the MS Office tools that they have practiced in the online environment.

INTRODUCTION TO ACCOUNTING PRACTICE

This module introduces the students to the world of accounting. It gives students an understanding of the core concepts used in accounting and builds their knowledge in incremental steps while contextualising accounting theory so that they can start thinking about the application within the workplace. In particular, students are introduced to the theory of accounting, the accounting equation, the general ledger, the general journal, the trial balance, basic financial statements and petty cash.

MARKETING MANAGEMENT

The ultimate goal of all marketing activities is to facilitate mutually satisfying exchanges between parties. The activities of marketing include the conception, pricing, promotion and distribution of ideas, products and services. An organisation's philosophy and orientation strongly influence the role of marketing and the character of marketing activities within the organisation. The marketing process includes understanding the organisation's mission and the role that marketing plays in fulfilling that mission, setting marketing objectives, scanning the environment, developing a marketing strategy by selecting a target market strategy, developing and implementing a marketing mix, implementing the strategy, designing performance measures, evaluating marketing efforts and making changes if needed. The marketing mix combines product, distribution (place), marketing communication and pricing strategies in a way that creates exchanges satisfying to both the individual and company objectives.

INTRODUCTION TO BUSINESS MANAGEMENT

This module introduces the student to the business world and key processes for effective business management. In particular, attention is paid to the underpinning theory and concepts of business management, management principles, related processes and the functional areas of management.

EXPERIENTIAL LEARNING

EXL is a concept associated with career-orientated and vocational training. At this institution, experiential learning specifically refers to job shadowing at a company or organisation. It is of short duration and does not involve any actual work. This is reserved for all higher certificate programmes (NQF 5) that are only offered over a one-year period.

DATABASE FOUNDATIONS

In this module you will acquire much-needed practical software skills that you will use not only throughout your higher education studies, but also in the world of work. You will have access to a simulated software system, where you will be shown how to do tasks, before being granted an opportunity to practice your skills. Finally you will be assessed on each task. This approach allows you to focus on the skills you have not yet acquired, without wasting time on skills you have. For example, if you know how to save a database file, you will be able to go straight to the assessment of that task, without observing and practicing. On the other hand, if you are not yet able to setup a table in MS Access, you can watch the simulation and practice multiple times before attempting the assessment.

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FEEES & PAYMENT
OPTIONS



PRESCRIBED
TEXTBOOKS



VISIT OUR WEBSITE
www.stadio.ac.za



I'M READY!
APPLY ONLINE NOW



EMAIL US
hello@stadio.ac.za



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